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HOME (SPECIAL SECTION) DEPARTMENT

NOTIFICATION

The 14th July 2014

No. 1925—Home-SPL-IS-0002/2013-HOME—In exercise of the powers conferred by Section 21 of the Odisha Industrial Security Force Act, 2012 (Odisha Act 7 of 2012) and in supersession of the instructions issued in this regard except with respect to things done or omitted to be done before such supersession, the State Government do hereby make the following rules to regulate the method of recruitment and conditions of service of the persons appointment to the posts of Constables in the State Industrial Security Force, namely :—

1. Short title and commencement :

- (1) These rules may be called the Odisha Industrial Security Force (Method of Recruitment and Conditions of Service of Constables) Rules, 2014.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions :

- (1) In these rules, unless the context otherwise requires,—
 - (a) “Act” means the Odisha Industrial Security Force Act, 2012;
 - (b) “Appointing Authority” means the Commandant posted at Headquarters of the Odisha Industrial Security Force;
 - (c) “Board” means the State Selection Board constituted under Rule 6;
 - (d) “Ex-servicemen” means a person as defined in the Odisha Ex-Servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;
 - (e) “Force” means the Odisha Industrial Security Force;
 - (f) “Government” means the Government of Odisha;
 - (g) “Inspector General” means Inspector General of the Force appointed under Section 4 of the Act;

- (h) "Recruitment year" means the calendar year during which advertisement for recruitment is actually made;
- (i) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively;
- (j) "SEBC" means Socially and Educationally Backward Classes as defined in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993 (Odisha Act 16 of 1993);
- (k) "Sportsperson" means a person, who have been issued with identity card as Sportsperson by the Director, Sports as per Resolution No. 24808-Gen., dated the 18th November 1985 of the General Administration Department.
- (2) Words and expressions used in these rules, but not defined, shall have the meaning as respectively assigned to them in the Act.

3. Constitution of the Force :—The Force shall consist of such number of Constables, as may be determined by the Government, from time to time, for the purpose of these rules.

4. Constitution of Cadre :—(1) The posts of Constables in the Force shall form a separate cadre for the purpose of seniority and promotions.

- (2) The incumbents may be deputed to any establishment or undertaking for a period not exceeding five years at a time in exigency of public service or for administrative reasons or otherwise, without any change of their position in the cadre to which they belong.
- (3) Deputation beyond five years for an incumbent may be allowed in the exigency of public service by the Inspector General.
- (4) On administrative ground one can be transferred to any establishment or undertaking by the Inspector-General.

5. Recruitment :—The posts of Constables in force shall be filled up by direct recruitment :

Provided that the Government may fill up the posts under the provisions of the Odisha Civil Service (Rehabilitation Assistance) Rules, 1990, if the candidate fulfils the eligibility criteria prescribed in these rules subject to relaxation made in the said rules.

6. Selection Board :—(1) The State Selection Board for the purpose of recruitment to the post of Constables shall be constituted by the Government consisting of the following members, namely :—

- (a) An Additional Director General of Police or the Inspector General to act as the Chairman;
- (b) One Officer in the rank of Deputy Inspector General of Police member;
- (c) Commandant posted at Headquarters-Member Convenor; and
- (d) One representative from each of the Scheduled Tribes and Scheduled Castes Development and Minorities and Backward Classes Welfare Department to be special invitees.

(2) The Chairman of the Board shall constitute Unit Level Selection Board for conducting Physical Efficiency Tests at such place and time to be decided by him, consisting of—

- (a) One Commandant or Superintendent of Police . . . Chairman
- (b) One Additional Superintendent of Police . . . Member
or Deputy Commandant.
- (c) One Deputy Superintendent of Police . . . Member-Convenor
- (d) District Welfare Officer shall act as an invitee of the Board.

7. Eligibility :—(1) A candidate, to be eligible for consideration, must—

- (a) have passed High School Certificate Examination (Matriculation/10th Class pass) conducted by the Board of Secondary Education, Odisha or an equivalent examination conducted by any other recognized Board or Council;
- (b) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to M.E. standard recognised or conducted by the School & Mass Education Department of Government of Odisha;
- (c) have registered his name, in one of the Employment Exchanges of the State, before the earliest date of publication of advertisement for recruitment and must not have registration in more than one Employment Exchange;
- (d) be not less than 18 years of age and not more than 23 (twenty-three) years of age on the 1st day of January of the year in which the advertisement for recruitment is issued :

Provided that the upper age limit in respect of candidates belonging to reserved categories, referred Rule 9 shall be relaxed in accordance with the provisions of the Acts, Rules, Orders or Instructions in force for the respective reserved categories;

- (e) not have more than one spouse living;
 - (f) be of good moral character; and
 - (g) be of sound health and free from organic defects and physical deformity.
- (2) The candidate must have the minimum physical standard of height, weight and chest as follows :—

Category	Height	Weight	Chest	
			Unexpanded	expanded
(1)	(2)	(3)	(4)	(5)
Unreserved/SEBC (Men)	168 Cm	55 kg	79Cm.	84Cm.
Unreserved/SEBC (Women)	158 Cm	47.5 kg	-	-
Scheduled Caste/ Scheduled Tribe (Men)	163 Cm.	50 kg	76 Cm.	81 Cm.
Scheduled Caste/Scheduled Tribe (Women)	153 Cm.	48 kg	-	-

- (3) Persons with disability and deformity are not eligible for consideration
- (4) Eligibility of the candidates can be verified at any stage of the recruitment process with respect to their original certificates, actual measurements of height, weight and chest as mentioned in these rules and physical verification for disability or deformity can also be made at any stage of the recruitment process, as considered appropriate by the Unit Level Selection Board.

8. Recruitment Centres :—(1) The Recruitment Centres for Constables shall be decided by the Board.

- (2) The Board may requisition the services of Government Officials or private persons or agencies to assist the Board in the recruitment process.
- (3) The Board shall notify, control, supervise and direct the method and process of the recruitment.
- (4) The Unit Level Selection Board shall conduct the recruitment test under the direction and supervision of the Board.
- (5) The Chairman of the Board may decide to conduct combined recruitment in one centre for more than one Unit Level Selection by the Unit Level Selection Board.

9. Reservations :—

- (1) Notwithstanding anything contained in these rules, reservation of vacancies for—
 - (a) candidates belonging to Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder;
 - (b) candidates belonging to SEBCs, shall be made in accordance with the provisions of the Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008 and instructions consistent to the said Act issued by the Government, from time to time;
 - (c) sportspersons and ex-servicemen shall be made in accordance with the provisions made under such Rules, Orders or Instructions, as the case may be, made by the Government, from time to time; and
 - (d) women shall be to such extent as may be determined by the Government from time to time but the same shall not be more than thirty percentum of the total vacancies.
- (2) (a) There shall be 10% reservation of notified vacancies in the rank of Constable in the Force for Home Guards in each Recruitment year.
- (b) The principles of reservation shall be followed while filling up the post of Constables from out of Home Guards.
- (c) The unfilled vacancies reserved for the Home Guards shall not be carried forward to the subsequent years and shall be filled by direct recruitment.

10. Advertisement of vacancies for recruitment and inviting applications:—

- (1) (a) The vacancies for recruitment shall be the existing vacancies plus the anticipated vacancies of the particular Recruitment year.
- (b) The anticipated vacancies shall be limited to the number of Constables in the Force retiring within the Recruitment year in which the advertisement is made.
- (2) (a) The State Police Headquarters shall collect the number of vacancies for recruitment and their categorywise break-up from the Force and communicate the same to the Board.
- (b) The Board shall, on receipt of the vacancy position, advertise for recruitment, the last date for receipt of application shall be one and same throughout the State.
- (3) (a) The candidates shall be required to pay Examination Fee at the time of submission of application form.
- (b) The amount of Examination Fee payable by the candidates other than Scheduled Castes and Scheduled Tribes and the mode of payment shall be as decided by the Board.
- (4) No Examination Fee shall be payable by the candidates belonging to Scheduled Castes and Scheduled Tribes.
- (5) (a) The applicants shall be called upon to produce, in support of their eligibility or otherwise, all the relevant documents in original and their self attested copies (for record) at the time of Physical Measurement and also thereafter.
- (b) Those who fail to establish their eligibility shall be disqualified and shall not be allowed to participate further in the recruitment process.
- (6) Candidature shall be cancelled, if in the opinion of the Unit Level Selection Board the candidate is not found eligible for consideration according to the criteria prescribed.
- (7) No application, except in the case of candidates belonging to Scheduled Castes and Scheduled Tribes shall be considered unless it is accompanied by proof of payment of Examination Fees as prescribed.

11. Recruitment Process :— (1) (a) An e-recruitment application software shall preferably be used for entire process from the stage of application to the stage of generation of final merit list.

- (b) The applications shall be given for data extraction and the extracted data shall contain all the information of a particular candidate like; Candidate's Name, Father's Name, Date of Birth, Category, Domicile, Educational Qualification and any other additional informations required by the Board.
- (c) The Board may consider outsourcing to facilitate the recruitment process
- (d) Segregation of application of eligible or ineligible candidates shall, preferably, be done electronically.
- (e) The Board shall decide time and venue of different tests and publicise the same for the information of Candidates.

- (2) (a) CCTV technology shall, preferably, be used to videograph various stages of recruitment and thereby maintain record and also keep track of activities at various recruitment centres functioning across the state.
- (b) Till arrangement of CCTVs is made video recording of recruitment process may be made.
- (3) (a) Candidates shall be informed of their eligibility or status at different stages and rejection slips indicating reasons for rejection may be issued after physical measurement or after Physical Efficiency Tests.
- (b) Candidates shall be issued with Admit Card as decided by the Board.
- (4) (a) The Unit Level Selection Board shall start the Recruitment Process by conducting the Physical Measurement.
- (b) Candidates only qualifying in the physical measurement, shall proceed to the next stage.
- (c) The Board may decide thereafter the sequence of further tests i.e. Written Test and Physical Efficiency Test.
- (5) The Director-General and Inspector General of Police or the Inspector General, with the prior approval of the Director-General and Inspector General of Police, may condone the deficiencies of a candidate, who is deficient in his physical standards of measurements by 3 cm in height, 2 cm in chest and 5kg in weight, on the recommendation of the Selection Committee for his enlistment for appointment to the post of constable :

Provided that he has represented the State in a National Level Sports and Games Meet and in support of such representation the certification from the Director of Sports shall only be taken into account.

12. Physical Measurement for all Categories :— (1) Height, Weight and Chest shall be measured to determine the eligibility.

- (2) **3 (three) bonus marks** shall be awarded to all candidates (irrespective of categories) whose height is 178 cms or above.
- (3) Similarly, all female candidates (irrespective of categories) with height of 165cms and above will get 3 (three) bonus marks.
- (4) These bonus marks shall be added in total marks while preparing the select list.
- (5) Candidate who does not qualify in any of the physical standard i.e. (height or weight or chest), shall not be allowed to appear in further recruitment process.

13. Written Test :— (1) The candidates shall be required to appear in a written examination which may consist of objective type multiple choice questions only.

- (2) The test shall be preferably in Optical Mark Reader or Optical Code Reader or any other format decided by the Board.
- (3) Till such arrangements are made, alternative format may be used if deemed necessary.

- (4) Written test shall be of twenty-five marks and shall consist of multiple choice questions in Odia Language, English Language, Arithmetic, General Knowledge, Aptitude and Logical reasoning, etc.
- (5) The standard of the questions may be such that a student who has passed High School Certificate Examination shall be able to answer.
- (6) Different sets of question papers may be prepared, each having the same questions which will be differently serial numbered.
- (7) The Board may take steps to conduct the Written Test on the same day and at the same time in all the venues as far as practicable.
- (8) The Board shall fix the date, time and venues for holding written test.
- (9) The Board shall deputed the Superintendent of Police of the concerned district (in which written test is held) and or any other Senior Officer or Officers to act as the observer or observers during the written test.
- (10) The candidates not appearing for written test shall be disqualified.
- (11) The Board shall decide the minimum qualifying marks in the written test.
- (12) The whole process of setting of question papers and evaluation of Answer Sheets may be outsourced, if considered necessary, by the Board.

14. Medical Screening Test :— (1) A Committee consisting of a Medical Officer not below the Rank of S.D.M.O. and another Doctor shall conduct medical examination before commencement of the Physical Efficiency Test.

- (2) The candidates having organic defects, physical deformity or found unfit shall not be allowed to appear in Physical Efficiency Tests.

15. Physical Efficiency Test (PET) (For Male) :— (1) The Physical Efficiency Test shall be of Fourty Marks and shall comprise of the following events with marks indicated against each :—

- | | |
|---|--------------|
| (a) Run : If a distance of 1.6 km is covered within 5 Minutes | 10 Marks |
| 5 minutes 30 seconds | 8 Marks |
| 6 minutes | 6 Marks |
| 6 minutes 30 seconds | 4 Marks |
| Beyond 6 minutes 30 seconds | Disqualified |
| (b) High Jump : (3 chances) Qualifying height 1.22 Meters | |
| If cleared in 1st Chance | 3 Marks |
| 2nd Chance | 2 Marks |
| 3rd Chance | 1 Mark |
| Not able to clear | Disqualified |

- | | | |
|--------|------------|--------------|
| | 20 minutes | 10 Marks |
| | 21 minutes | 08 Marks |
| | 22 minutes | 06 Marks |
| | 23 minutes | 04 Marks |
| | 24 minutes | 02 Marks |
| | 25 minutes | 01 Marks |
| Beyond | 25 minutes | Disqualified |

(2) Physical Efficiency Test (PET) (For Female) Allotted Marks : 30**(a) Run-**If a distance of 1.6 km is covered within-

7.15 minutes	10 Marks
7.45 minutes	08 Marks
8.15 minutes	06 Marks
8.30 minutes	04 Marks
Beyond 8.30 minutes	Disqualified

(b) Run-If a distance of two hundred Meters is covered within-

28 Seconds	08 Marks
32 Seconds	05 Marks
36 Seconds	03 Marks
Beyond 36 Seconds	Disqualified

(c) Board Jump- (Qualifying length 2.75 Meters)

(Marks shall be given for the best of 3 chances)

If cleared-	2.75 Meters	01 Marks
	3.00 Meters	03 Marks
	3.25 Meters	05 Marks
	3.50 Meters	06 Marks
If not cleared-	2.75 Meters	Disqualified

(d) Cycling-

If a distance of 1.6 km is covered within-

5 Minutes	06 Marks
5.30 Minutes	04 Marks
6 Minutes	02 Marks
Beyond 6 Minutes	Disqualified

(e) Swimming (40 Meters) (Qualifying)

If a distance of forty meters is covered within-

10 Minutes	Qualified
Beyond 10 Minutes	Disqualified

16. Driving Test— Allotted Marks : 05

- (1) The test shall be conducted only for those candidates, who claim in their applications that they are proficient in driving and possess either Light or Heavy Vehicle Driving License for the last one year (excluding learning period) or more from the date of advertisement of vacancies.
- (2) The Board shall decide the modalities of conducting the driving test and may co-opt. expert/experts from Transport Department.

- (3) Those, who have the Light Vehicle Driving License and Pass Light vehicle driving test, shall be awarded 3 marks and those, having Heavy Vehicle Driving License and Pass Heavy Vehicle driving test, shall be awarded 5 marks.
- (4) Those appearing for the test and awarded the marks shall be deemed to have accepted the service condition that, if called upon, they shall have to drive the Light or Heavy vehicle, as the case may be, as part of their normal duties and responsibilities.
- (5) The Candidates having valid Driving License shall only be allowed to appear in the Driving Test.
- (6) Candidates must produce the Original Driving License, which must tally with the details given in the Application Form.

17. Educational Achievements- Allotted Marks : 07

Minimum Educational qualification must be pass in High School Certificate Examination (Matriculation) or other Equivalent Examination.

Academic Qualification	Percentage of Marks	Marks
(i) Matriculation	From 61% & above	7
(ii) Matriculation	From 51% to 60%	4
(iii) Matriculation	From 41% to 50%	2
(iv) Matriculation	Compartmentals/Supplementary /below 41%	No Marks.

Note : Marks shall be awarded if the examination has been cleared in 1st attempt. No marks shall be awarded for Higher Academic qualifications.

18. Sports Achievement- Allotted Marks : 15

(a) Sports achievement in the disciplines in which Odisha Police conducts Sports and Games meet only as mentioned in sub-para (b) shall be considered for award of marks.

(b) Following Sports Events/Championships are organised by the Odisha Police, namely :—

- (i) Athletics;
- (ii) Volleyball;
- (iii) Football;
- (iv) Basketball;
- (v) Handball;
- (vi) Hockey;
- (vii) Kabaddi; and
- (viii) Shooting

(c) As and when new discipline will be added in the Games meet or Championship, those would be included in the above list and considered for award of marks.

(d) For each of the 8 sports disciplines specified in the preceding paragraphs, there are National Sports Federations or Associations, recognized by the Department of Youth Affairs and Sports, Government of India. In case of team games such as Football and Hockey, there are separate recognized National Sports Federations for Men. The Indian Olympics Association is also a recognized National Sports Body for all the Olympic Sports disciplines. The marks shall be awarded for winning medals or positions either in the International competitive Sports events or National Sports Championships organised either by the recognized National Sports Federations or Associations or Indian Olympics Association or by the corresponding State Sports Association affiliated to the recognized National Sports Federations or Associations.

(e) The sports events, not being the open National Championships, even if organized by the aforesaid recognized National Federations or Associations or the corresponding affiliated State Sports Associations shall not be eligible for award of marks for sports achievements.

(f) Sports achievements in the Open National Championships organized for men, junior and sub-junior boys only shall be eligible for award of marks.

(g) sports achievements or participation in the open Competitive International Sports Events organized for men, junior and sub-junior boys only shall be eligible for award of marks :

Provided that the participation was sponsored either by the recognized National Sports Federations or Associations or the Indian Olympics Association.

(h) It shall be the responsibility of the candidates, who may produce certificates of their sports achievements, to establish that the sports events in question were organised by the recognized National Sports Federations or Associations or under their aegis, by their corresponding affiliated State Sports Associations; or in case of International Sports Events, the participation was sponsored as required in this rule; and that the sports certificates produced by them have been issued by the authorised office bearers of such National or the International Sports Organisations. The sports certificates produced, must identify the sports meet, the discipline, the event, the venue and the dates on which it was held. It must also mention that it was either an Open National Championship or an International Competitive Sports Event. The sports achievement certificates issued otherwise than above shall not be recognized for award of marks.

(i) In case of any doubt with regard to the veracity of the sports achievements certificates, the matter shall be referred to the Director of Sports by the Board for seeking necessary reports or confirmation from the concerned recognized National Sports Federations or Associations or the Indian Olympics Association, as the case may be. The names of such candidates shall not appear in the Select lists until final decision is taken by the Board.

(j) A candidate must choose only one of his achievements in the aforesaid sports events for being awarded with the marks. Marks shall not be awarded for more than one achievement.

(k) Marks shall be awarded for the following sports achievement only, namely:-

(i) Winning medals in the competitive International

Sports Meet or Championship :	Marks
For a Gold Medal	15
For a Silver Medal	14
For a Bronze Medal	13

(ii) Representing the Country and participating in a competitive International Sports Meet or Championship and winning no medal 10 marks

(iii) Winning a medals in Open National Championship	Marks
For a Gold Medal	10
For a Silver Medal	7
For a Bronze Medal	5

NOTE : 1 The Gold, Silver and Bronze Medals respectively, shall mean the First, Second and Third Rank.

Note : 2 Recognised National Federation or Association of various sports discipline shall mean recognized by the Department of Youth Affairs and Sports of Government of India.

(19) National Cadet Corps Certificates—

The following marks will be awarded to the candidates for possessing NCC Certificates, namely :-

	Marks
(i) National Cadet Corps 'A' Certificate	1
(ii) National Cadet Corps 'B' Certificate	3
(iii) National Cadet Corps 'C' Certificate	5

20. Awarding Marks—Marks for educational achievements, sports achievements and NCC certificates shall be awarded, in accordance with the provisions of this rule only.

21. Select List—(1) On completion of the recruitment test, the Board shall draw up a composite merit list of the successful candidates of all categories. The merit list shall be prepared in descending order on the basis of aggregate marks in accordance with the vacancies in which the total number of candidates shall not exceed the number of vacancies advertised.

(2) The merit list shall be prepared in the format as decided by the Board

(3) Candidates procuring higher aggregate marks shall be placed higher in the merit list

(4) If the aggregate marks obtained by two or more candidates are equal, the candidate senior in age shall be placed above the other candidates in the merit list.

(5) If the date of birth of such candidates are also the same, the candidate securing higher marks in Physical Efficiency Test, shall be placed higher in the merit list.

(6) If the marks in Physical Efficiency Test are also same, the candidate securing higher marks in written test shall be placed higher in the merit list.

(7) The merit list so prepared by the Board shall be placed before the Director-General and Inspector General of Police for approval and after receiving the approval the merit list shall be called the select list.

22. Appointments—(1) All the original certificates, like High School Certificate, Employment Registration Card, Caste Certificate, Sports Achievements Certificate, Driving License, Discharge Certificate for Ex-Servicemen, etc. in respect of the candidates placed in the Select list, shall be reverified by the respective appointing authority before the appointment orders are issued to individual candidates.

(2) Medical fitness test shall also be conducted before issuing the appointment orders

(3) The Character and antecedents of selected candidates shall also be verified

(4) The appointment letters shall also carry the photographs of the candidates concerned pasted on it.

(5) The seal and signature of the appointing authority shall be given across the photograph which will be pasted in the Service Book.

(6) The candidates on joining as Constable shall be issued with an appointment certificate

(7) Candidates appointed shall be on probation for a period of two years or till successful completion of basic course of training whichever is later.

23. Inter se Seniority—The inter se seniority of candidates appointed as Constables shall be in the order in which their names appear in the Select List.

By order of the Governor

VIPIN SAXENA

Principal Secretary to Government